

## Dewsbury Evangelical Church Coronavirus Risk Assessment Summary -12 July 2020 (updated 8 August 2020)

This document has been prepared in line with the Government guidance for the safe use of places of worship during the pandemic, published on 4<sup>th</sup> July 2020. The DEC Covid-Secure Team has worked through the detailed guidance to complete the required risk assessments and to implement the control safety measures ready for DEC to return to meeting on 12th July 2020. **(Updated for 8<sup>th</sup> August guidance on face coverings.)**

Here is a summary of the key areas covered in the scope of this document.

<b>Risk:</b>	<b>Coronavirus entering the premises and potentially infecting users of the building</b>
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners
<b>Risk:</b>	<b>Transmission of Coronavirus to an individual direct from an infected person</b>
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners
<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)</b>
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners
<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via toilet facilities</b>
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners
<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via contaminated waste</b>
<b>Persons at risk</b>	Cleaners and anyone else handling waste
<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via working in the church building</b>
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners
<b>Risk:</b>	<b>Transmission of Covid-19 during preparation, storage and distribution of Communion bread and wine.</b>
<b>Persons at risk</b>	Ministers, leaders, members, attendees,

### **The key control measures we will be adopting include:**

- Advice and education via email and signage to prevent someone attending who is feeling unwell and may have Covid-19.
- Seat booking procedure for services so that we can maintain accurate records for Track & Trace purposes. (Kept confidentially and shredded after 21 days)
- Pre and post meeting extra cleaning schedules for all hand contact surfaces.
- Hand sanitization on arrival and departure from all meetings at Central Offices.
- Seat allocation by stewards to fill available space safely and efficiently.
- 2m social distancing measures, both inside and outside, using signage, floor markings and stewarding throughout the building.
- Use of face masks as a 1m+ mitigation. Masks to be used at all times when inside the building.
- Extra cleaning and signage for toilet areas
- Removal of shared resources-Bibles, pens etc. Bring your own Bible!
- Extra controls (PPE) for the preparation and service of communion.
- Control measures for waste disposal, counting of collection.
- Desk allocation and extra cleaning protocols for DEC staff.

### **Keys things we cannot do**

- Sadly, we are currently not allowed to sing out loud at our gatherings. This is under review by the government.
- We cannot mingle at less than 2m social distancing with those outside of our household or bubble.
- Children cannot move around freely in the building but must be with a parent at all times. Other rooms are off limits.
- There is some provision for babies and pre-school children in Noah's Ark and the lounge but these areas are off limits to others. Parents are advised to bring their own toys.
- We have to leave the building promptly after meetings, maintaining 2m distancing. This is especially important outside of the Central Offices boundary where no more than 6 people are allowed to gather.

This document will be reviewed and revised as more Government guidance is published

**Risk Assessment Matrix**

The following tables give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individuals. This goes to emphasise the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

Likelihood / Probability
5. Likely to occur at least once in any 12 month period
4. Likely to occur at least once in a 3 year period
3. Likely to occur at least once in a 10 year period
2. Likely to occur at least once in a 50 year period
1. Unlikely in a 50 year period

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2.. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
	1	2	3	4	5	
	SEVERITY / SIGNIFICANCE / CONSEQUENCE					

Score = Severity x Likelihood + 2 x Severity  
 (this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

<b>Risk:</b> <b>Coronavirus entering the premises and potentially infecting users of the building</b>			
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners	
<b>Risk Rating before control measures</b>	Likelihood	5	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	35	
		Likelihood	3
		Severity	3
		Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	RM/MR	Recurring notice on booking form/notice sheet. Sign at entrance with Covid-19 Symptoms listed.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	RH/RM	Poster/notice sheet.
3. Verbal symptom checks on entry	Y	Covid Secure Team	Only for visitors who have not completed the online booking.
4. Advise clinically extremely vulnerable not to attend in person	Y	RM	Church meeting/notice sheet.
5. Everyone to use hand sanitiser on entry to the building	Y	Covid Secure Team	Multiple sanitizer stations available. Door stewards to remind.
6. Action Plan in place and communicated to leaders in event of Coronavirus case known to enter premises (Appendix 5)	Y	RM	Circulate to Elders and Covid Secure Team.
7. Complete Pre-event checklist before each meeting (Appendix 2)	Y	Covid Secure Team/Responsible Person	Checklist to be completed and signed off for every meeting by Responsible Person. See Covid Secure File

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual direct from an infected person</b>	
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners	
<b>Risk Rating before control measures</b>	Likelihood	5	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	35	
		Likelihood	3
		Severity	3
		Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Covid Secure Team	Signs, 2m floor markings inside and out. 2m chair spacing
2. No physical contact between persons from different households/bubbles	Y	Covid Secure Team	Booked seats. 1m plus face masks
3. All attendees required to wear a face covering when in the building (1m plus mitigation)	Y	Covid Secure Team	Masks to be worn. Under 5’s exempt. Children aged 5-11 encouraged to wear masks if able.
4. One-way system of flow through building to avoid pinch points	Y	Covid Secure Team	Steward led. Signs at pinch points (toilet corridor)
5. Areas marked out of bounds where appropriate	Y	Covid Secure Team	Lounge only for Parent & under 5’s. Noah’s Ark for Babies & toddlers only
6. Seating arrangements adapted for social distancing	Y	Covid Secure Team	2m gap between households/bubbles.
7. Capacity monitored and entry stopped when capacity reached	Y	Covid Secure Team	Max number to be determined once size of households known.
8. No singing during services	Y	Meeting Chair	Remind congregation before every song
9. Signage in place to remind people of safe practices	Y	Covid Secure Team	Distancing, no entry, hand washing, Covid warning signs

<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Y	Covid Secure Team	Usual entrances available for those with a disability.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Meeting Chair	Reminder to maintain social distancing at all times, especially when departing Central Offices.
12. All individuals who fall into the Shielding & clinically extremely vulnerable categories will be advised and provisions made accordingly.	Y	Covid Tec Team Church Leaders	Concurrent Zoom available to all who do not wish to attend in person.

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)</b>	
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners	
<b>Risk Rating before control measures</b>	Likelihood	5	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	35	
		Likelihood	2
		Severity	2
		Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y	Covid Secure Team	Wedge doors to main hall. Supervise for Fire Safety.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser wipes/spray.	Y	Cleaner RH Covid Secure Team	Weekly deep clean, pre & post service cleaning all touch points
3. No passing of collection plate/bag and collection counted by 1 person wearing gloves and mask. Store 48hours before banking.	Y	Treasurer/ Deacon	Box available. Keep 48hours before opening. Gloves to count money.
4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand soap and touch point sanitizer. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	Cleaner – RH Covid Secure Team	Check supplies before every meeting
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	All	Meetings Sundays and Wednesdays only.
6. No self-service of food and drink items prior to or after the service. (Table service is allowed with mitigations)	Y	Covid Secure Team	No plans to serve drinks at present.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Covid Secure Team	Shared resources taped off or removed.
8. Microphones and other equipment kept to a single individual	Y	Covid Tec Team	Sanitized and allocated microphones.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Undertake the 'Pre-Event Checklist' (Appendix 2 of guidance) and Cleaning Checklist (Appendix 3 of guidance)	Y	Cleaner- RH Covid Secure Team	Checklist to be completed and signed off for every meeting by Responsible Person. See Covid Secure File
10. Keep Register of attendees	Y	Covid Secure Team	Highlight attendees on booking form. Add visitors name and phone number. Store securely. Shred after 21 days

<b>Risk:</b> <b>Transmission of Coronavirus to an individual via toilet facilities</b>			
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners			
<b>Risk Rating before control measures</b>	Likelihood	5	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	35	
	Likelihood	2	
	Severity	2	
	Overall Risk	8	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser wipes/ spray.	Y	Cleaner -RH Covid Secure Team	Weekly deep clean RH. Pre & post meeting touch point clean
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand soap and touch point sanitiser wipes. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	Cleaner -RH Covid Secure Team	Weekly top up. Pre & post meeting check
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of guidance) and Cleaning Checklist (Appendix 3 of guidance)	Y	Covid Secure Team	Checklist to be completed and signed off for every meeting by Responsible Person. See Covid Secure File
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	Covid Secure Team	Signage, floor markings,
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Cleaner -RH Covid Secure Team	See pre & post cleaning checklists.
6. Ask people to wipe clean toilet touch points after use	Y	Cleaner -RH Covid Secure Team	Posters, wipes and bins supplied

<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
7. Children under 11 to be accompanied to the toilet	Y	Parents	Inform parents. Add to guidance for parents & children leaflet.

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via contaminated waste</b>				
<b>Persons at risk</b>		Cleaners and anyone else handling waste				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	2
	Severity	5			Severity	2
	Overall Risk	35			Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. All waste to be assumed contaminated and handled appropriately	Y	RH Cleaner Covid Secure Team	Gloves & apron. Double bag. Store 48 hours before collection
2. All waste handled with suitable PPE (see cleaning guidance for details).	Y	RH Cleaner Covid Secure Team	Gloves and aprons in cleaners store
3. All bins lined with disposable liners and all waste double bagged prior to disposal	Y	RH Cleaner Covid Secure Team	Replacement bags in cleaners store
4. Lidded bins for disposal of sanitizing wipes	Y	RH Cleaner	Available outside toilets and in entrance hall.

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via working in the church building</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	2
	Severity	5			Severity	2
	Overall Risk	35			Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings whenever possible	Y	DG/Staff	DG/TM working from home. Most meetings on Zoom
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain 2m social distancing throughout.	Y	DG/Staff	Most meetings on Zoom. 2m distancing required at all times
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	DG/Staff	Allocated desks. Own equipment
4. Provide hand sanitiser in rooms used for meetings.	Y	RH-Cleaner	Multiple sanitizer and touch point wipes available around building
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	DG/Staff	Open windows. Use large rooms or outdoor spaces
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.			
7. Only use allocated desk. No 'hot desking'	Y	DG/Staff	All staff notified. MR Office 1, MB Office 2, HT Study
8. Cleaning schedule for staff to follow produced	Y	RM/RH	All staff emailed with desk allocation and cleaning schedule for shared touch points. Wipes provided.

<b>Risk: Transmission of Covid-19 during preparation, storage and distribution of Communion bread and wine.</b>			
<b>Persons at risk</b>			
<b>Risk Rating before control measures</b>	Likelihood	4	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	30	
	Likelihood	2	
	Severity	2	
	Overall Risk	8	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Bread and wine prepared only by a person wearing PPE. Use new wrapped loaf of bread and unopened box of juice.	Y	Covid Secure Team	PPE- gloves, apron, mask. Bread cut into cubes with clean knife. Wine in individual cups, double spaced in serving trays.
2. Bread and wine covered to prevent cross contamination by touch or sneeze	Y	Covid Secure Team	Cling film bread. Tea towel over wine trays
3. No talking or praying over uncovered bread and juice	Y	RM/DG/Elders	RM to discuss with DG. All Elders to be informed and made aware of warnings from the Government Guidance to Churches re talking over uncovered food or drink
4. Distribution of bread. Elder puts on mask first and then clean gloves before uncovering bread. Bread handled by Elder only. 1 piece handed to each person so that others cannot touch the bread or plate	Y	Elders Covid Secure Team	Covid Secure Team must advise each Elder on the safe procedures for distribution of communion before each communion service.
5. Distribution of wine. Elders continue to wear mask and gloves. Uncover wine. Cups double spaced in trays to allow congregants to take a cup without touching other cups	Y	Elders Covid Secure Team	Covid Secure Team to advise Elders before each communion service. Elder in charge to ask congregants to take nearest cup and not to touch more than 1 cup.
6. Collection of cups, disposal of leftovers, cleaning equipment.	Y	Elders Covid Secure Team	Wear gloves & mask to collect up cups. Dispose of all leftovers immediately. Wipe down cup trays to

<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
			sanitize. Wash up plates, jugs, knife with detergent and hot water